

23 April 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Revision of Grades in the [REDACTED]
Division, Office of Operations

25X1A

1. The subject request represents a proposal for the reclassification of twenty-five positions.

25X1A 2. The proposal states that upgrading of these positions was warranted following a desk audit of [REDACTED] positions by the Classification and Wage Division/Personnel more than a year ago. Plans provided for lower grade positions to be reclassified first, including Section Chiefs, Unit Chiefs and [REDACTED]. A second phase was to follow, covering the Deputy Chief, [REDACTED] Branch Chiefs, Deputy Branch Chiefs and certain positions in the service branches where responsibilities had increased. The first phase has been accomplished and the subject proposal represents the second phase of the reclassification program.

25X1A 3. The additional personal services cost of this proposal totals \$28,195 on an annual basis. The prorated cost for the remainder of fiscal year 1953, estimated for the months of May and June 1953 would be one sixth of the annual increase or approximately \$4,700.

4. The attached Schedule A, "Analysis of Personal Services costs and Average Salaries" shows that the average salary will increase \$17 per annum for fiscal year 1953 and \$91 per annum for fiscal year 1954, due to the reclassification.

25X1A 5. It should also be noted that even without the proposed up-gradings, the personal services requirements for each fiscal year will exceed the budgeted provisions. These additional costs which will have [REDACTED]

6. Although the proposal indicates that the reclassification program has long been under consideration, provision for the upgradings was not made in the revised 1953 and the 1954 fiscal year budgets.

[REDACTED] FOIAb3b
E. R. SAUNDERS
Comptroller

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